

The Competition Commission (the Commission) is an independent statutory body established under the Competition Ordinance (Cap. 619) (the Ordinance) which was enacted in June 2012. The objectives of the Ordinance include the prohibition of conduct that prevents, restricts or distorts competition in Hong Kong.

Winter Intern (Ref.: CC/WI20221207)

The Competition Commission is recruiting students who have completed their second or third year studies in tertiary institutions to work as winter interns in different divisions/departments.

A. Operations

Winter interns in the Operations Division will be assigned to assist the day to day work and contribute to research projects and/or enforcement cases. The work covers a wide range of duties such as:

- To assist with investigations such as gathering information on relevant parties, conducting research into markets and market participants, and reviewing documents and analysing information;
- To conduct research on markets in Hong Kong and competition and administrative law issues;
- To participate in case teams investigating possible contraventions;
- To gather and analyse data using appropriate software and summarising results;
- To support internal projects and training; and
- To participate in team meetings and provide any other general support as required.

Requirements: - Students pursuing a Degree in Law, Economics and related studies;
- Good command of English and Chinese is required;
- Knowledge of competition law or completed course in competition law will be an advantage;
- Good presentation and communication skills; and
- Proficiency in MS Word and Excel.

B. Legal

Winter interns in the Legal Division will be assigned to assist the day-to-day work and contribute to research projects and/or enforcement cases. The work covers a wide range of duties such as:

- To assist in the preparation of various legal documents;
- To conduct legal research, including on competition law, civil procedure and administrative law issues;
- To support investigations into possible contraventions of the Ordinance;
- To support internal projects and document filings; and
- To participate in team meetings and provide any other general support as required.

- Requirements: - Students pursuing a Degree in Law or postgraduate legal programmes in Hong Kong or abroad;
- Possession of competition law related degree, certificates or course experience preferable;
 - Good command of English and Chinese is required;
 - Strong attention to detail and professionalism are required;
 - Good drafting skills;
 - Good presentation and communication skills; and
 - Proficiency in MS Word and Excel.

C. Economics

Winter intern in Economics Department will assist the team in the following areas:

- To conduct research on markets in Hong Kong for the purpose of understanding the competition status in selected sectors of the local economy;
- To participate in case teams' investigation of potential anticompetitive conducts;
- To assist in drafting advice and policy documents;
- To gather and analyse data using computer software and to summarise results; and
- To provide any other general support as required.

- Requirements:- Students pursuing a Degree in Law, Economics, Statistics, or related studies;
- A good knowledge of microeconomics, game theory, industrial organization, statistics and/or econometrics will be an advantage;
 - Proficiency in both spoken and written English, proficiency in Chinese will be an advantage;
 - Proficiency in Excel; and
 - Capability to use STATA or R will be an advantage.

D. Advisory & International Affairs

Winter intern in the Advisory & International Affairs Department will assist the team to provide a wide range of duties such as:

- To assist in advising and engaging with the Government and other public bodies on the impact of new and existing policies on competition. This may involve conducting research, applying theoretical models to real world examples and drafting persuasive advice;
- To provide support to the Commission's international work. This may involve engagement with overseas competition authorities and international bodies;
- To assist in the preparation for conferences related to Competition policy and enforcement;
- To conduct research for the Commission's detailed studies into particular markets as well as other papers the Commission produces from time to time;
- To help with the Commission's initiative to increase knowledge of competition law in Hong Kong's legal community and amongst small and medium enterprises (SMEs); and
- To provide any other general support as required.

- Requirements:- Students pursuing a degree in Law / Economics / Linguistics / Language/ Politics/ Public Policy / Administration and related social science subjects;
- Good presentation and communication skills;
 - Good research and problem-solving skills; and
 - Proficiency in both spoken and written English, proficiency in Chinese will be an advantage.

E. Corporate Communications

Winter intern in Corporate Communications will assist the team in the following areas:

- To assist in the development and promotions on social media platform;
- To assist in organising seminars, workshops and media events;
- To conduct research and produce publicity materials and collaterals including leaflets, brochures, souvenirs, etc.;
- To handle copywriting and translation work; and
- To provide general support as required.

Requirements: - Students pursuing a Degree in Law / Economics / Journalism / Media / Corporate Communication, Translation, Linguistics or Language and related studies;
- Good command of spoken and written English and Chinese is required;
- Proficiency in using MS Word, Excel, Power Point and Chinese Word Processing;
- Knowledge in social media marketing and using simple layout/design software will be an advantage, and
- Good communication and organization skills, with the ability to multitask and experience in organizing activities, events will be an advantage.

F. Corporate Services

Winter intern in Corporate Services will assist the team to provide general support on finance functions. Major duties include:

- To assist in performing compliance check on procurement documents to ensure adhering to internal policies and guidelines;
- To support daily accounting duties such as maintaining internal budget control registers, voucher preparation, staff disbursement checking, debit note and official receipt issuing;
- To assist in preparing regular management reports;
- To provide administrative support on document and file maintenance;
- To perform other clerical administration functions; and
- To perform any other general support as required.

Requirements: - Students pursuing a Degree in Accounting and related studies;
- Good accounting knowledge and attention to details;
- Good interpersonal and communication skills;
- Proficiency in both spoken and written English and Chinese is required; and
- Proficiency in MS Word, Excel, Power Point and Chinese Word Processing.

G. Human Resources

Winter intern in Human Resources Department will assist the team to provide general support on human resources functions. Major duties include:

- To provide logistics support for recruitment issues, posting job advertisements, screening job applications and preparing pre-employment forms and documents;
- To provide personnel and general support on document and file maintenance, administering personnel records and filing systems, annual records disposal exercise;
- To check attendance records, leave/overtime records, compiling HR statistics reports, etc.;
- To support the day to day HR functions and operations such as filing and providing documentation support to Human Resources Information System;
- To perform any other general support as required.

Requirements: - Students pursuing a Degree in Business Administration / Human Resources / Management / Public Administration and related studies;
 - Knowledge of Employment Ordinance and office practice will be an advantage;
 - Good presentation and communication skills;
 - Proficiency in both spoken and written English and Chinese is required;
 - Attention to details;
 - Proficiency in MS Word, Excel, Power Point and Chinese Word Processing; and
 - Knowledge of Hong Kong Employment Ordinance or related legislations will be an advantage.

Remuneration Package

Basic Salary: \$11,000 per month

Application:

Interested applicants should submit their applications at the Commission's Job Application System at https://www.compcomm.hk/en/about/career/current_vacancies.html.

The closing date for applications is **19 December 2022**.

Where a large number of candidates meet the specified entry requirements, the recruiting section may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the written test and/or interview. Candidates who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date.

All applications will be handled in strict confidence. Personal data collected from applicants will only be used for recruitment related purposes and will not be transferred to any third party. Personal data of unsuccessful applicants will be destroyed within 12 months of the recruitment process being completed by the appointment of a candidate for the relevant position.

Pursuant to the Personal Data (Privacy) Ordinance, a person who provides personal data to the Commission has the right to request access to and correction of their personal data held by the Commission. Requests for access to or correction of personal data should be made in accordance with the Commission's Privacy Policy available on the Commission's website at www.compcomm.hk. The Commission is an equal opportunity employer.